

RECRUITMENT, SELECTION, AND AFFIRMATIVE ACTION WORKSHOP

EXAMPLE OF ADDITIONAL INFORMATION THAT SHOULD BE INCLUDED IN YOUR INTERVIEWER'S REPORT

Interview Selection Criteria (how you determined who would be interviewed)

The primary criteria used to compare candidates were (list relevant coursework/ education/experience): aquatic and basic ecological sciences; aquatic (surface water) field sampling/biological field data collection/scientific method experience and knowledge; environmental data processing and analysis experience; knowledge and understanding of basic ecological principles; and written and verbal communication skills and experience.

Using these criteria, an initial and secondary review of applications was conducted to generate a list of the most highly qualified candidates to whom interviews would be offered. The top (insert #) candidates were offered interviews OR Those candidates who met four of the five criteria were offered interviews. See attached list of candidates interviewed and not interviewed. *(Attachment outlines the candidates who met the criteria, those who were interviewed, those who declined an interview, and those who did not meet the interview selection criteria, and included race/gender data for each candidate for Affirmative Action purposes.)*

The interview questions were chosen to allow candidates the opportunity to discuss their knowledge and experience in these areas, in addition to providing information on communication skills. *(Attach a list of the preferred candidate criteria and related interview questions to show the applicability of the questions being asked to the criteria.)*

Recruiting Efforts (e.g., advertising, special recruitment, etc.)

The position was advertised in the following newspaper(s)/journal(s) *(list newspapers, journals, etc.)*. It was also advertised on the Internet via the DAS and DEP web sites, as well as subsequent advertisements on job-related web sites *(list sites)* and/or via the following professional organizations *(list organizations)*.